

101 - Introduction

101.1 Purpose and Scope: The ECU DFMS Procedures Manual is intended for use by design professionals as well as administrators and agency staff. The policies and procedures identified in this document explain the expectations for each entity involved in the Capital Construction process.

101.2 Limitations: This ECU DFMS Procedures Manual prescribes standard procedures and instructions for the required design, drawings, specifications, design analyses, cost estimates, and related support tasks for Capital Construction Projects under the direction of ECU's Division of Facilities Management and Safety (DFMS). This manual augments but does not replace the provisions of all legal and contractual documents used in the administration of Capital Construction Projects by the University. The rights, obligations and procedures contained in legal and contractual documents, if in conflict with those described herein, shall take precedence.

This edition of the ECU DFMS Procedures Manual contains procedures for a Capital Construction Project. For the purposes of this manual, Projects are assumed to involve design and/or construction, with administration and oversight by DFMS. Project Management. In the absence of provisions not specifically contained in this manual, criteria defined in the DFMS Project Management's Project Requirements or the applicable codes and regulations, shall be followed. Such procedures shall be consistent with accepted engineering practice within the Commonwealth of Kentucky.

Specific Project requirements may alter the procedures indicated herein where strict adherence to the procedures would not be warranted or applicable. The final determination of the applicability of a procedure identified herein is made on a case-by-case basis by DFMS Project Management

DFMS Project Management may modify the procedures indicated in this manual. Persons referring to this manual should verify that they have access to the most recently issued edition.

Applicable publications are listed in the various chapters of this Manual. Unless specifically stated otherwise in this Manual, the Architect-Engineer shall be responsible for obtaining all publications applicable to the design of the Project. In general, publications applicable to all Projects include, but are not limited to, the latest editions of the following:

- A. Kentucky Building Code (KBC)
- B. Life Safety Code
- C. National Fire Protection Association Code (NFPA)
- D. National Electrical Code
- E. Americans with Disabilities Act Accessibilities Guidelines
- F. United States Green Building Council (USGBC)
- G. High Performance Building Standards (Commonwealth of Kentucky)
- H. Leadership in Energy and Environmental Design (LEED)

101.3 Manual Organization: This ECU DFMS Procedures Manual is organized into eleven chapters and a Technical Manual. Chapters One through Eleven generally follow the sequential development of capital construction projects. Chapter one provides a broad overview of the Capital Construction Project process, responsibilities of Project participants and Project delivery options. Chapters Two through Nine describe various project phases or activities. Chapters Ten and Eleven discuss post project requirements. The Technical Manual contains various supplements detailing technical requirements and guidelines and is organized per the Construction Specification Institute.

Chapters are sub-divided to describe specific aspects of particular projects phases. Refer to the Capital Construction Project Procedures Manual “Table of Contents” for a detailed listing of manual contents by chapter and section.